

**Supplemental Educational Services
Provider Rubric 2011-2012**

Company Name: _____ Reviewer Number: _____

A COMPLETE APPLICATION PACKET MUST INCLUDE:

Yes	No	Completed abstract form
Yes	No	Program narrative
Yes	No	Signed assurances form
Yes	No	Proof of liability insurance form or explanation of insurance for new providers (must be in force before contracting with the school district).

- Must score at least a “Meets Requirements” for each component. A “Does Not Meet Requirements” on any element will be cause for rejection of the application.**
- Each element will be scored on a scale of 0-2 and multiplied by the weight factor indicated.**

Element I: Program	(28 points possible)
Element II: Staff	(12 points possible)
Element III: Research Base and Program Effectiveness	(16 points possible)
Element IV: Evaluation/Monitoring	(12 points possible)
Total	(68 points possible)
Additional Reviewer Comments	
Element I: Program Design/Content	

1. PROGRAM DESCRIPTION: Provider describes the program in a concise manner that can be posted on the OSDE Web Site for parents and potential students.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of the program.</p>	<p>Provides a concise (one or two paragraphs) description of the program</p>	<p>Details the instructional program offered by the provider in two paragraphs.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

2. INSTRUCTIONAL STRATEGIES: Provider describes the instructional content and methodology of the program.

- o **Provider includes an overview of the instructional strategies used.**
- o **Provider includes the types of instructional strategies used in the program that will improve achievement for children who are performing below grade level (e.g., differentiated instruction, small groups, manipulatives).**

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of instructional strategies.</p>	<p>Addresses the instructional strategies that will be used to improve instruction for children who are performing below grade level.</p>	<p>Describes clearly the instructional strategies and how they will assist in improving achievement for students performing below grade level, including IEP and ELL students.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer's Comments:

3. FOCUS OF PROGRAM: Provider describes the focus of the program including grade level(s) and subject(s) targeted.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of the program focus.</p>	<p>Describes the program focus including grade level(s) and subject(s) targeted.</p>	<p>Details the program focus including grade level(s) and subject(s) targeted as well as additional information about program focus.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

4. PASS: Provider describes how the tutoring addresses the Oklahoma Priority Academic Student Skills (PASS) objectives including examples to clarify exact alignment.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of how the tutoring aligns with <i>PASS</i>.</p>	<p>Addresses how the tutoring aligns with <i>PASS</i>, including specific examples and provides information explaining how services are aligned to all grade levels served.</p>	<p>Describes clearly how the tutoring aligns with <i>PASS</i>, including specific examples and how they will assist in improving achievement for students performing below grade level. Includes detail on alignment as it relates to IEP and ELL students.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 3	

Reviewer's Comments:

5. Provider should answer one of the following questions: 5A or 5B.

5A. LOCATION OF SERVICES: Provider includes a location for tutoring sessions.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of where the tutoring will be offered and/or the location is not appropriate for tutoring children.</p>	<p>Addresses where the tutoring will be offered and the location is appropriate for tutoring children.</p>	<p>Describes clearly the address, phone number building and room numbers of where the tutoring will be offered and the location is appropriate for tutoring children.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

5B. DISTANCE LEARNING: If the tutoring is offered through distance learning, the distance learning provider includes information on the following:

- o **How and where will children access services;**
- o **Supervision if accessing program outside of the home; and**
- o **Internet connection fees.**

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of how and where children will access services; what supervision will be provided if accessing program outside the home; and if there will be Internet connection fees.</p>	<p>Addresses how and where children will access services; what supervision will be provided if accessing program outside the home; and if there will be Internet connection fees.</p>	<p>Describes clearly how and where children will access services; what supervision will be provided if accessing program outside the home; and if there will be Internet connection fees. The distance learning provider also describes online support for students needing additional assistance.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

6. DURATION OF PROGRAM: Provider describes the duration of the program, such as length of each tutoring session, how many sessions will be provided, and how often and when each session is held (e.g., every day after school, biweekly, summer). Provider includes the minimum length of time needed with each child for the program to be effective.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of the duration of the program.</p>	<p>Provides a description of the duration of the program, including the length of each tutoring session, how many sessions will be provided, how often and when each session is held, and the minimum length of time needed with each child.</p>	<p>Describes clearly the duration of the program, including the length of each tutoring session, how many sessions will be provided, how often and when each session is held, and the minimum length of time needed with each child. Provider includes rationale for duration.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

7. NUMBER OF STUDENTS: Provider indicates the minimum and maximum number of students the program is able to serve, explains how many students are needed at each site to be administered, and indicates the expected instructor/student ratio.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide the minimum and maximum number of students the program is able to serve.</p>	<p>Provides an adequate description of the minimum and maximum number of students the program is able to serve, how many students are needed at each site, and the expected instructor/student ratio.</p>	<p>Describes clearly the minimum and maximum number of students the program is able to serve, how many students are needed at each site, and the expected instructor/student ratio. Provider includes a rationale for ratio.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer's Comments:

8. COST: Provider indicates the program cost per student and what is included in the price.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of the cost per student and what is included in the price.</p>	<p>Addresses the cost per student and what is included in the price.</p>	<p>Describes clearly the cost per student and provides a detailed list of what is included in the price.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

9. SPECIAL GROUPS: Provider indicates whether the program is able to serve student with disabilities and English language learners.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to explain whether the program is able to serve students with disabilities and English language learners.</p>	<p>Addresses whether the program is able to serve students with disabilities and English language learners. If special groups of students are served, an explanation of accommodations is provided.</p>	<p>Details clearly whether the program is able to serve students with disabilities and English language learners. If special groups of students are served, a detailed explanation of accommodations is provided, including specific languages spoken.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

10. TRANSPORTATION: Provider discusses transportation arrangements necessary in order for students to access services.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of transportation arrangements or does not explain why they are unnecessary.</p>	<p>Provides an adequate description of transportation arrangements or explains why they are unnecessary.</p>	<p>Describes clearly the necessary transportation arrangements or explains why they are unnecessary.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 1	

Reviewer's Comments:

Element II: Staff

1. INSTRUCTOR QUALIFICATIONS: Provider indicates who will be administering instruction and what is required of the instructors with respect to previous knowledge and background.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of who will be administering instruction and what is required of the instructors with respect to previous knowledge and background.</p>	<p>Addresses who will be administering instruction and requirements of the instructors with respect to previous knowledge and background.</p>	<p>Details clearly who will be administering instruction and what is required of the instructors with respect to previous knowledge, background, experience and certification.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer's comments:

2. INSTRUCTOR SUPPORT AND TRAINING: Provider includes a description of how the program ensures that instructors receive ongoing support and training to effectively administer the program.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description of how the program ensures that instructors receive ongoing support and training to effectively administer the program.	Addresses how the program ensures that instructors receive ongoing support and training to effectively administer the program.	Details clearly how the program ensures that instructors receive ongoing support and training to effectively administer the program to all students, including those IEP and ELL students.
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer's comments:

3. INSTRUCTOR EXPERIENCE: Provider describes how instructors are capable of effectively working with students who are performing below grade level.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description of how instructors are capable of effectively working with students who are performing below grade level.	Addresses how instructors are capable of effectively working with students who are performing below grade level.	Details clearly how instructors are capable of effectively working with students who are performing below grade level.
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer's comments:

Element III: Research Base and Program Effectiveness

1. Provider should answer one of the following questions: 1A, 1B, or 1C.

1A. MATHEMATICS: If the program includes only mathematics, provider describes how the program integrates the process and content standards in *PASS*.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of how the program integrates the content and process standards in <i>PASS</i>.</p>	<p>Addresses how the program integrates the content and process standards in <i>PASS</i>.</p>	<p>Details clearly how the program integrates the content and process standards in <i>PASS</i>, and has included strategies that are research based for IEP and ELL students.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 3	

Reviewer's comments:

1B. READING/LANGUAGE ARTS: If the program includes only reading, provider describes how the program addresses the five components of reading.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of how the program addresses the five components of reading.</p>	<p>Addresses how the program addresses the five components of reading.</p>	<p>Details clearly how the program addresses the five components of reading, and has included strategies that are research based for IEP and ELL students.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 3	

Reviewer's comments:

1C. MATHEMATICS AND READING/LANGUAGE ARTS: If the program includes both mathematics and reading, provider describes how the program integrates the content and process standards in PASS and how the program addresses the five components of reading.

Does Not Meet Requirements 0 <input type="checkbox"/>		Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description of how the program integrates the content and process standards in <i>PASS</i> and how the program addresses the five components of reading.		Addresses how the program integrates the content and process standards in <i>PASS</i> and how the program addresses the five components of reading.	Details clearly how the program integrates the content and process standards in <i>PASS</i> and how the program addresses the five components of reading, and has included strategies that are research based for IEP and ELL students.
SCORE	Raw Score (0-2) _____ x Weight Factor 3		

Reviewer's comments:

2. PROGRAM EFFECTIVENESS: Provider includes evidence of the program's effectiveness in increasing student achievement. (This must include documentation from Oklahoma if the program has been provided in Oklahoma. It may include documentation from other states.)

Does Not Meet Requirements 0 <input type="checkbox"/>		Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description of evidence of the program's effectiveness.		Provides adequate evidence of the program's effectiveness.	Provides detailed evidence of the program's effectiveness and data that supports improved student achievement.
SCORE	Raw Score (0-2) _____ x Weight Factor 3		

Reviewer's comments:

3. RESEARCH BASE: Provider describes the research base that demonstrates this is an effective method to increase student achievement with high-poverty populations.

Does Not Meet Requirements 0 <input type="checkbox"/>		Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description the program is research based in materials and implementation.		Provides adequate evidence the program is research based in materials and implementation to meet the needs of high-poverty populations.	Provides detailed evidence that the program is research based in materials and implementation to meet the needs of high-poverty populations.
SCORE	Raw Score (0-2) _____ x Weight Factor 2		

Reviewer's comments:

Element IV: Evaluation/Monitoring

1. MONITORING: Provider describes how the program will be monitored for effectiveness and how the provider will determine if a child is meeting the identified goals agreed upon in consultation with school and parent.

Does Not Meet Requirements 0 <input type="checkbox"/>		Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
Fails to provide an adequate description of how the program will be monitored for effectiveness and how the provider will determine if a child is meeting the identified goals agreed upon in consultation with school and parent.		Provides a description of how the program will be monitored for effectiveness and how the provider will determine if a child is meeting the identified goals agreed upon in an Individual Student Learning Plan and in consultation with school and parent.	Provides a detailed description of how the Individual Student Learning Plan will be developed; how the plan will be monitored for effectiveness; and how the provider will determine if a child is meeting the identified goals agreed upon in consultation with school and parent, including those IEP and ELL student goals.
SCORE	Raw Score (0-2) _____ x Weight Factor 2		

Reviewer's comments:

2. MEASURING PROGRESS: Provider delineates how the progress of students receiving supplemental educational services will be measured in addition to state testing requirements. Provider includes data that supports student academic progress toward attainment of state standards in reading/language arts and/or mathematics as measured by the state’s assessment system.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to delineate how progress will be measured and to include data that supports student academic progress toward attainment of state standards in reading/language arts and/or mathematics as measured by the state’s assessment system.</p>	<p>Provides a description of how student progress will be measured and provides data that supports student academic progress toward attainment of state standards in reading/language arts and/or mathematics as measured by the state’s assessment system.</p>	<p>Provides a detailed description of how student progress will be monitored, including names or examples of assessments, and provides multiple data sources that support student academic progress toward attainment of state standards in reading/language arts and/or mathematics as measured by the state’s assessment system.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer’s comments:

3. SCHOOL/PARENT NOTIFICATION: Provider describes how the schools and parents will be notified of the student's progress (in their native language, if necessary, and in an understandable format). Provider includes a description of how the parents will be involved in the program.

Does Not Meet Requirements 0 <input type="checkbox"/>	Meets Requirements 1 <input type="checkbox"/>	Exceeds Requirements 2 <input type="checkbox"/>
<p>Fails to provide an adequate description of how the schools and parents will be notified of the student's progress.</p>	<p>Provides a description of how the schools and parents will be notified of the student's progress and how parents will be involved in the program.</p>	<p>Provides a description of multiple ways that schools and parents will be notified of the student's progress and how parents will be involved in the program.</p>
SCORE	Raw Score (0-2) _____ x Weight Factor 2	

Reviewer’s comments: